



P.O. Box 429  
577 Bay Road  
Hamilton, MA 01936

Phone  
Fax  
Web site

(978) 468-5572  
(978) 468-2682  
<http://www.hamiltonma.gov>

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## **Assistant to the Town Manager**

The Town of Hamilton, MA, seeks a full-time (37.5 hours/week) Assistant to the Town Manager. Under the supervision of the Town Manager, the Assistant to the Town Manager provides confidential administrative and clerical support to the office and Board of Selectmen. The salary range is \$25.17 - \$28.90 commensurate with experience.

See the Human Resources page at <http://www.hamiltonma.gov> for additional details. Position is open until filled.

Respond to [townmanager@hamiltonma.gov](mailto:townmanager@hamiltonma.gov).

**TOWN OF HAMILTON, MA**  
**ASSISTANT TO THE TOWN MANAGER**

|                        |              |
|------------------------|--------------|
| Department             | Town Manager |
| Reports to:            | Town Manager |
| Position Status:       | Non-Exempt   |
| Weekly Hours:          | 37.5         |
| Salary Classification: | Grade 8      |

**Position Summary/Purpose:**

This position provides confidential administrative and clerical services and related work in support of the Town Manager and Board of Selectman. S/he relieves executive of details relating to the administration of assigned areas of responsibility by coordinating matters requiring the attention of the Office; by assuring that matters are processed in a timely manner; by maintaining calendars, issuing reminders of pending matters and scheduling meetings; by preparing and producing correspondence, agendas and reports; The Assistant to the Town Manager exercises sound judgment in performing a variety of duties and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Supervision:**

*Supervision Scope:* Performs a variety of administrative, clerical and confidential responsibilities requiring broad knowledge of municipal operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others.

*Supervision Received:* Works under the direction of the Town Manager, following professional standards, procedures and policies.

*Supervision Given:* None, but may provide general oversight on select matters related to the completion of an assigned task involving multiple persons or groups.

**Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Administer the daily operations of the Town Manager's office; provide assistance to the public, contractors, Town staff, boards and commissions. Explain standard procedures and refer more complex issues to the Town Manager. Answer office phone calls, emails and voicemails. Updates Town Manager's and Board of Selectman sections of website or other Town sections of website. Relieves Town Manager of administrative tasks.
- Responsible for the coordination of financial and purchasing activity related to the use of the Purchase card system. This will include reviewing requests for accuracy, obtaining

the necessary approvals, executing the purchase, reconciling the monthly bill, and overseeing and controlling all related activity.

- Maintains Property & Casualty Insurance policies and coordinates claims, renewals and filings.
- Oversees and administers annual and one-day Liquor Licenses and coordinates approvals with the Board of Selectmen.
- Establishes, develops, maintains and updates confidential filing system for the Town Manager and the department. Retrieves information from files when needed.
- Order office supplies and maintain adequate levels of inventory for Town Hall. Sort, date stamp incoming mail and distribute appropriately within office or Town Hall.
- Refer requests for various services to appropriate department and follow up to insure work was completed.
- Coordinates meetings as requested and handles reservations of various rooms in Town Hall and other Town Facilities as needed.
- Prepare various correspondence such as typing RFP's or Bids, contracts, grants, official notices, annual report, public hearing notices, warrants for Town Meetings or Special meetings, regulations and newspaper notices. Arranges for printing and/or places various notices in accordance with regulations. Maintain all records for Town Manager's office and Board of Selectman. Edits documents as necessary.
- Prepares agenda for Board of Selectman Meetings in accordance with Town Manager's directions; prepares packets; gathers information from appropriate departments; arranges for TV coverage and minutes to be taken; posts agendas and minutes on website and with Town Clerk.
- Assist with scheduling of interviews for candidates; assist with coordination of special town events, assist Town Clerk and Town Moderator in setting up Town Meetings, etc.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training; keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

## **Minimum Required Qualifications:**

### **Education, Training and Experience:**

Associate Degree required; BA degree preferred and 4-5 years of office administration, bookkeeping, Insurance and/or records management experience; municipal experience preferred but not required; or any equivalent combination of education, training and work experience.

### **Special Requirements:** None

### **Knowledge, Ability and Skill:**

- Knowledge of municipal operations
- Knowledge of standard office practices, procedures and equipmentKnowledge of records management and office organization
- Knowledge of what is confidential and what is public information as defined by State and Federal laws
- Ability to use a variety of software systems such as Word, Excel, Databases, Munis, and PowerPoint; and Town-specific programs and websites.
- Strong verbal and written communication skills; strong organizational and record-keeping abilities.
- Ability to prioritize, multitask, and adapt to changes in schedule and meeting deadlines; flexibility is key as is the requirement of communicating unexpected changes to the Town Manager
- Ability to focus on tasks for lengthy periods of time while preparing and/or editing numerous documents
- Aptitude for working with and explaining policies and procedures to people, including programs about all town operations, etc.
- Strong customer service and interpersonal skills to engender trust with the public.

## **Job Environment:**

Clerical and administrative work is performed in a moderately noisy office with frequent interruptions to address questions and requests. Occasionally has to drive in all types of weather conditions for meetings or delivery/ pick up of materials.

Requires the operation of a vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with Town staff, Boards/Commissions, the public/residents, vendors, contractors, lawyers, and state & federal agencies. Communication is frequently in person, by telephone, mail, and in writing and e-mail. Contacts require a high level of customer service and diplomacy.

Has access to confidential information, including contracts, personnel information, etc.

## **Physical and Mental Requirements:**

### Work Environment

|  | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Outdoor Weather Conditions             |      | X         |            |          |
| Work in high, precarious places        | X    |           |            |          |
| Work with toxic or caustic chemical    | X    |           |            |          |
| Work with fumes or airborne particles  | X    |           |            |          |
| Non weather related –extreme heat/cold | X    |           |            |          |
| Work near moving mechanical parts      | X    |           |            |          |
| Risk of electrical shock               | X    |           |            |          |
| Vibration                              | X    |           |            |          |

### Physical Activity

|   | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---|------|-----------|------------|----------|
| Standing                                |      | X         |            |          |
| Walking                                 |      | X         |            |          |
| Sitting                                 |      |           |            | X        |
| Talking & Hearing                       |      |           |            | X        |
| Using hands/fingers to handle/feel      |      |           |            | X        |
| Climbing stairs                         |      | X         |            |          |
| Stooping, kneeling, crouching, crawling |      | X         |            |          |
| Reaching with hands and arms            |      |           |            | X        |
| Tasting or smelling                     | X    |           |            |          |
| Bending, pulling, pushing               |      | X         |            |          |
| Other-Driving                           |      | X         |            |          |
| Other- setting up rooms for meetings    |      | X         |            |          |

### Lifting Requirements

|                  | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|------------------|------|-----------|------------|----------|
| Up to 10 pounds  |      |           |            | X        |
| Up to 25 pounds  |      | X         |            |          |
| Up to 50 pounds  | X    |           |            |          |
| Up to 75 pounds  | X    |           |            |          |
| Up to 100 pounds | X    |           |            |          |
| Over 100 pounds  | X    |           |            |          |

### Noise Levels

|  | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Very Quiet (forest, isolation booth)     | X    |           |            |          |
| Quiet (library, private office)          | X    |           |            |          |
| Moderate noise (computer, light traffic) |      |           |            | X        |
| Loud Noise (heavy equipment/traffic)     |      | X         |            |          |
| Very Loud (jack hammer work)             | X    |           |            |          |

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*